

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.460
	STATE OF HAWAII	17.461
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		17.463

Minimum Qualification Specifications
for the Classes:

MANAGING ADULT CORRECTIONS OFFICER I, II, III and IV
(MANAGING ACO I, II, III and IV)

Prerequisite Knowledge and Abilities Required

Knowledge of:

1. Principles and practices of corrections management, standards, trends and developments;
2. Issues and requirements relating to the custody, security and rehabilitation/redirection of inmates/wards in correctional institutions;
3. Factors relating to human behavior;
4. The criminal justice system, corrections laws and legal precedents; and
5. Principles and practices of supervision and management.

Ability to:

1. Manage the operation and maintenance of a correctional facility;
2. Formulate policies and procedures;
3. Analyze and define problems and identify alternative solutions;
4. Plan, organize, direct and evaluate the work of others;
5. Prepare clear and concise reports;
6. Deal effectively with the public, inmates/wards and others;
7. Determine resource and other operating requirements and prepare budget requests;
8. Speak effectively with individual and groups;
9. Act quickly and effectively in emergencies; and

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10. Establish and maintain cooperative working agreements and arrangements with other governmental and private agencies.

Basic Education Requirement

Graduation with a bachelor's degree from an accredited college or university with a major in sociology, psychology, criminology, penology, criminal justice administration, or other related behavioral science or criminal justice field.

Excess work experience as described below in the experience section or any other progressively responsible managerial or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college curriculum in one of the previously cited majors may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Managerial Experience (Years)	Total Experience (Years)
Managing ACO I	2	1	*	3
Managing ACO II	2	2	*	4
Managing ACO III	2	3	*	5
Managing ACO IV	2	3	1	6

General Experience: Responsible experience as a Corrections Officer which required the application of knowledge of laws, rules, standards, policies and procedures relating to the security and custody of adult offenders and the operation of an adult correctional institution.

Specialized Experience: Experience as a Corrections Officer which demonstrated responsibility for the direction, control and coordination of a major component of an adult correctional facility or program operation and required planning and integration with other components, and overall management. Such work experience must have demonstrated knowledge of the philosophy, principles, concepts and practices relating to criminal justice and adult corrections administration, and an awareness of administrative processes associated with operations management in planning, organization, staffing, coordination, evaluation, reporting and budgeting.

*Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Managerial Experience: Experience which demonstrated responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Substitutions Allowed

Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is amendment to the minimum qualification specifications for the classes MANAGING ADULT CORRECTIONS OFFICER I, II, III and IV, which were approved on November 16, 2005.

DATE APPROVED: 6/4/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development